

### WAIVER OF ADVERTISING CHECK LIST

- ☐ Has Part I, (Items 1 through 16) on Form PB-129 been completed in full?
    - o Approvals (Item 12) obtained from OMB for professional/consulting services; OIT for consultant services and telecommunications, information technology consultant service hardware or software
    - o Justification Statement (Item 14) completed as required
    - o Department Head's signature and date (Item 15)
  - ☐ Was competition (quotations) obtained from a minimum of three (3) firms?
  - ☐ Are all vendors' quotations attached including prices and signatures, with DPP Standard Terms and Conditions for products (PB-129P) or services (PB-129S), and mandatory forms?
  - ☐ If the lowest bidder is being bypassed, is justification attached?
  - ☐ Business Registration: Is firm registered with the Division of Revenue, Department of the Treasury?  
(This can be verified by calling the Division of Revenue at (609) 292-1730. Form NJ-REG. can be filed online at [www.state.nj.us/njbgs/services.html](http://www.state.nj.us/njbgs/services.html) or by reviewing the MACS-E VINF screen for compliance.)
  - ☐ Are mandatory forms included with vendors quotes and attached to waiver package?
    - o Applicable DPP Standard Terms and Conditions  
( For Products – Form PB-129P; For Services – PB-129S)
    - o \*Ownership Disclosure Form No. PB-ODF.1
    - o \*Current NJ Affirmative Action Certificate, completed Form AA302 or Federal Affirmative Action Approval letter
    - o MacBride Principle, Form No. PBMACB
    - o Notice of State Set-Off Tax, Form No. PBTAX
- \*Can review and print the MACS-E VINF screen indicating compliance.**
- ☐ For professional services procurements, are the following items included?
    - o Consultant(s) resume
    - o Total pricing and rates
    - o Detailed scope of work
    - o Project schedule, including milestones
    - o Identification of State Agency Project Manager
    - o DPP Standard Terms and Conditions for Services (PB-129S)
    - o Proper Commodity Code applied, usually Class 794
  - ☐ Are all funding documents completed with proper descriptions?
    - o Is Requisition (PB-6) or Certification of Waiver Funding Availability (PB-129C) completed and attached ?
  - ☐ If confirming waiver, is Item 15, Block No. 2 checked? Is an explanation attached to the Justification Statement stating whether waiver was previously authorized by DPP?